



# **MEMBERSHIP REGISTRATION SYSTEM**

## **PSO USER GUIDE V1.3**



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### **Overview**

Each PSO is responsible, and has access to, all Members, Clubs, Club Users, Provincial Fees, Zones, and Sub-membership categories (to be available shortly) within their provincial jurisdiction.



The new membership registration system can be used for reporting membership data to provincial governments as well as reaching your entire membership, or targeted membership groups, through the email distribution function. The database has the ability to track the role (athlete, coach, official, volunteer, and alumni) and activities of your members.

It is important that ALL members be registered regardless of their role. Since the Volunteer membership category is free please encourage your clubs to register anyone who has volunteered their time from team manager, to chaperone, to minor official, fundraising, etc.

Please note that regardless of the membership category or time within the season a participant is registered; their membership will last no more than 365 days and will always expire August 31<sup>st</sup>. PSOs will need to re-activate members September 1<sup>st</sup> of each year.

The Introduction Membership category expires after 90 days. Once an Introduction member's membership expires, they will remain in the report section although their status will be black, meaning inactive. Clubs' and PSO's can renew an Introduction member's membership upward within the September 1<sup>st</sup> to August 31<sup>st</sup> registration period. Within the registration period, a member can only register as an Introduction Member once.

### **Registration Responsibilities**

The PSO is responsible for registering the following

1. All Clubs within its provincial boundaries;
2. At least one (1) Club User for each club. Each PSO may create their own policy regarding how many Club Users are allowed per club;
3. Provincial board members not associated with a club;
4. WPC board and committee members residing in the province not associated with a club;
5. All officials (specifically FINA) not associated with a club;
6. All coaches not associated with a club;
7. All Master Learning Facilitators, Learning Facilitators, Master Evaluators, Evaluators, Referee Course Conductors, and Referee Evaluators not associated with a club.

A PSO may create a club called "PSO Name" - unattached to have all Members who are not associated with a club registered to the unattached club. WPC will not charge the PSO the club registration fee for an unattached club.



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The club is responsible for registering its athletes, coaches, referees, volunteers, MLFs, LFs, MEs, Es, Referee Course Conductors, and Referee Evaluators. Centralized athletes in Montreal and Calgary, and athletes playing abroad (ie NCAA and Europe), must register with their home club and home PSO. WPC will register National Team coaches not associated with clubs.

### Newsletter and Other Capabilities

Members

The screenshot shows a web interface for managing members. It includes several dropdown menus for filtering: Gender (Show All), Province (Show All), Club (Show All), Language (Show All), Status (--Show All--), Role (Alumni, Athlete, Coach, Official), and Category. There is also a Year dropdown menu (2010, 2009, 2008, 2007) and a Show button. At the bottom, there are buttons for 'Email All Member on Grid', 'E-mail Selected Member on Grid', 'Export to Excel', 'Add New', 'Change Status', and 'Change Category'. A 'Filter:' input field is also present. Three callout boxes on the left point to the 'Email All Member on Grid', 'E-mail Selected Member on Grid', and 'Export to Excel' buttons respectively.

The PSO and the Club has access to all of its members. You can sort members by gender, province, club, year of birth, language, role, membership category, membership status, and filter with specific names or letters. You can email all of your members, or selected members sorted by the fields listed above. For example, if a province is having a 16 and under Provincial Team Camp, they can sort male/female competitive athletes born in 1994 and send them the information. PSOs and Clubs can also export their entire membership list to Excel.

When sending an email through the Membership Registration System, each respective PSO will have their logo appear at the top of the email. At the bottom of each email there is a link, which allows email recipients the option to not receive emails from the Membership Registration System anymore.

#### Sorting Members by Role

When sorting members by "Role" a PSO has the ability to sort by multiple roles. This can be done by holding down the *ctrl* button on the keyboard while simultaneously right clicking the mouse on each role you wish to view.

#### Sorting Members by Year of Birth

When sorting members by "Year" a PSO has the ability to sort by multiple years of birth. This can be done by holding down the *ctrl* button on the keyboard while simultaneously right clicking the mouse on each year you wish to view.

#### Sorting Members by Club

When sorting by "Club", primary and secondary club members will appear in the list.

PSOs also have the ability, and responsibility, to change the registration status of a member (pending, active, inactive). See Step 13- Activating Members



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PSOs have the ability to changing the membership category of each individual member or multiple members at the same time. See [Step 14- Changing Membership Type](#)

Only WPC has the ability to delete an individual member, otherwise, the PSO has complete control over their province.

### **Step 1- PSO User Form**

Send WPC the PSO User Form for each individual you would like to have access to your provincial database. Only WPC can create and give access to PSO Users.

### **Step 2- Club and Club User Registration Forms**

Distribute the Club Registration Form and the Club User Registration Form to all the Clubs within the province. You may customize the registration forms given by WPC. No data, usernames, or passwords will be transferred from the old system. Each Club and Club User must be registered again. Each PSO is responsible for creating their own policy as to how many Club Users a Club may have.

### **Step 3- Login and Personal Information**

Once you receive your username and password log into the WPC database through [www.waterpolo.ca](http://www.waterpolo.ca) and ensure your profile information is correct. It is recommended to change your username and password. You should take this time to familiarize yourself with the user interface.

The screenshot shows the Water Polo Canada website interface. At the top left is the Water Polo Canada logo. The main header features a banner with a water polo player and a yellow ball. Below the banner is a navigation menu with links: Home, About Us, Leagues, National Teams, National Championships, LTAD, Coaches, Officials, Masters, and Photo Gallery. On the left side, there is a vertical menu with links to Sport Canada, FINA, UANA, Water Polo World, Coaching Assoc of Can, and Coaches of Canada. The central banner promotes Vancouver 2010 with the text 'Home for Your Team in Vancouver 2010' and a link to support Canadian athletes. On the right side, the 'Member Login' section is visible, containing fields for Username (filled with 'WPC') and Password (filled with dots), a 'Keep me signed in' checkbox, and a 'Sign In' button. An arrow points to the Password field.



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### Step 4- Provincial Categories

Hover over the "PSO" button on the top menu, click "Category", and then "Add New".

Each PSO can create their own sub-membership categories that link to the WPC membership categories.

Select the WPC "Membership Type": Competitive, Provincial, Introduction Member, and Volunteer. For a definition of the WPC membership categories and the 2009-10 through 2011-12 fee structure please contact [office@waterpolo.ca](mailto:office@waterpolo.ca).

#### Add Edit Provincial Category

\* mandatory fields

Province:	*	Québec
Membership Type:	*	--Please Select--
Provincial Category:	*	--Please Select-- Competitive Introduction Member Provincial Volunteer

Type in the name of the Provincial Category that will link back to the WPC Membership Type. For example, we will call the Québec Competitive Membership Type "Senior". Click save when done.

#### Add Edit Provincial Category

\* mandatory fields

Province:	*	Québec
Membership Type:	*	Competitive
Provincial Category:	*	Senior

A PSO can have multiple sub-categories, which link back to the WPC Membership Type. We will add the Provincial Category "Junior" to the Competitive Membership Type.



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### Provincial Category List

Filter: <input type="text"/>				
Province	Membership Type	Provincial Category	Edit	Delete
Québec	Volunteer	Volunteer		
Québec	Provincial	Recreational		
Québec	Provincial	Masters		
Québec	Introduction Member	Introduction Member		
Québec	Competitive	Junior		
Québec	Competitive	Senior		

## Step 5- Provincial Membership Category Fees

Once all Provincial Categories have been uploaded, a PSO can add fees up until the 2014-15 season. Hover over the “PSO” button; click “Fees”, and “Add New”.

The screenshot shows a navigation bar with the following items: My Info, Club User, Member, Clubs, Club Fee, Zones, **PSO**, Report, Logout. Below the navigation bar, there is a 'Provincial Fees' section with a 'Select Year:' dropdown menu set to '2009-2010'. To the right of the 'PSO' button, a sub-menu is visible with 'Category' and 'Fees' options. An 'Add New' button is located below the 'Fees' option.

Select the year (2009-10, 2010-11, etc) and then the newly created Provincial Category.

### Add Provincial Fee

\* mandatory fields

Select Year:	*	2009-2010
Province:	*	Québec
Category:	*	--Please Select--
Fee Amount(\$):	*	--Please Select--

--Please Select--  
 Introduction Member  
 Junior  
 Masters  
 Recreational  
 Senior  
 Volunteer

**Each PSO will only have access to create Provincial Categories and set fees for their own province.**

Once a Category is selected enter the amount to be charged to the participant in that Provincial Membership Category and click save. Please note, the fee amount to be entered is the WPC fee + the Provincial fee.



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### Add Provincial Fee

\* mandatory fields

Select Year: \* 2009-2010

Province: \* Québec

Category: \* Senior

Fee Amount(\$): \* 100

Save Cancel

Repeat for each Provincial Membership Category for the 2009-10 season and beyond. Please note that the Provincial Membership Categories and fees used in this example are arbitrary.

### Provincial Fees

Select Year: \* 2009-2010

Add New

Filter:

Province	Category	Fee	Edit	Delete
Québec	Senior	100		
Québec	Introduction Member	3		
Québec	Junior	80		
Québec	Masters	20		
Québec	Recreational	15		
Québec	Volunteer	0		

## Step 6- Creating Zones

Click the Zones button on the top menu to create new Provincial Zones. Click Add New to begin.



### Zone



Enter the zone name, province (your province will only show in the drop down menu), and leave the zone as active. Click save and repeat for each zone in the province.



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### Add Edit Zone

\* mandatory fields

Zone Name : \*

Province : \*

Status : \*  Active  Inactive

## Step 7- Club Fees

Each PSO must setup the amount they will charge their member clubs for being a registered club in their province. Click on the Club Fee button on the top menu and click Add New to begin. Club fees can be setup starting in the 2009-10 season until the 2014-15 season.

My Info Club User Member Clubs Club Fee Zones PSO Report Logout

**Club Fees**

Select Year: \*

Select the year and the club classification "Not Applicable"

### Save Club Fee

\* mandatory fields

Select Year : \*

Category : \*

Province :

Fee Amount(\$): \*

Enter the total amount charged to a member club (WPC club fee + PSO club fee), and then click Save.



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**Save Club Fee**

\* mandatory fields

Select Year :	*	2009-2010
Category :	*	Not Applicable
Province :		Québec
Fee Amount(\$):	*	200

### Step 8- Creating Clubs

Click the Clubs button on the top menu to create new Clubs. Click Add New to begin.

My Info   Club User   Member   Clubs   Club Fee   Zones   PSO   Report   Logout

**Clubs**

Take information from the **Club Registration Forms** submitted to you by each Club in the province and enter the data into the fields. Please note that any field with a **red asterix \*** is a mandatory field. Once all fields are complete click save and repeat for each Club. Each PSO may request from their clubs the Primary Contact and Secondary Contact be the Club President, Head Coach, Registrar, etc.



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### Add Edit Club

\* mandatory fields

Club Name :	*	<input type="text"/>	
Allow Club to Activate :		<input checked="" type="radio"/> Yes <input type="radio"/> No	
Classification :	*	--Please Select--	
Address :	*	<input type="text"/>	
City :	*	<input type="text"/>	
Province :	*	--Please Select--	
Zone :		<input type="text"/>	
Postal Code :	*	<input type="text"/>	(Example: Postcode Format:- W1W-1W1)
Phone :	*	<input type="text"/>	(Example: Phone Format:- XXX-XXX-XXXX)
Fax :	*	<input type="text"/>	(Example: Fax Format:- XXX-XXX-XXXX)
Email :	*	<input type="text"/>	
website :	*	<input type="text"/>	
Status :	*	<input checked="" type="radio"/> Active <input type="radio"/> Inactive	
President First Name :	*	<input type="text"/>	
President Last Name :	*	<input type="text"/>	
Found Year :	*	--Year--	
<u>Primary Contact</u>			
First Name :	*	<input type="text"/>	
Last Name :	*	<input type="text"/>	
Phone :	*	<input type="text"/>	(Example: Phone Format:- XXX-XXX-XXXX)
Email :	*	<input type="text"/>	
<u>Secondary Contact</u>			
First Name :		<input type="text"/>	
Last Name :		<input type="text"/>	
Phone :		<input type="text"/>	
Email :		<input type="text"/>	

Save Cancel



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### Club Classification

Please ensure under the field “Classification” you select Not Applicable for your member clubs.

#### **Add Edit Club**

\* mandatory fields

Club Name :	*	<input type="text"/>
Classification :	*	--Please Select-- --Please Select-- <b>Not Applicable</b> Unattached
Address :	*	
City :	*	

**Important:** Each PSO must create a club under the name of “PSO Name” – Unattached (ie BCWPA – Unattached). The PSO – Unattached club must be classified as unattached under the Classification option. Water Polo Canada has given a 0\$ fee associated with this category. Each PSO is only allowed to have one (1) category as such. The unattached club is used to register members who are active, but do not have a club. For more details please see [Registration Responsibilities](#). The club details (ie address, phone number, fax number, contact info, etc) should be the information of the PSO.



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## Step 9- Creating Club Users

Click the Club User button on the top menu to create new Club Users. Click Add New to begin.



**Note:** You have the ability to reach individual Club Users, or all of the Club Users through the email distribution function.

Take information from the **Club User Registration Forms** submitted by each Club in your province and enter the data into the fields. Please note that any field with a **red asterisk \*** is a mandatory field. Once all fields are complete click save and repeat for each Club User.

Please note in the Club field drop down box you will only have access to clubs within your province.

**Club User**

\* mandatory fields

First Name :	*	<input type="text"/>
Last Name :	*	<input type="text"/>
Gender :	*	<input checked="" type="radio"/> Male <input type="radio"/> Female
Email :	*	<input type="text"/>
Address :	*	<input type="text"/>
City :	*	<input type="text"/>
Province :	*	--Please Select--
Postal Code :	*	<input type="text"/> (Example: Postalcode Format:- W1W-1W1)
Primary Phone No :	*	<input type="text"/> (Example: Phone Format:- XXX-XXX-XXXX)
Secondary Phone No :	*	<input type="text"/> (Example: Phone Format:- XXX-XXX-XXXX)
Fax :	*	<input type="text"/>
Language :	*	<input checked="" type="radio"/> English <input type="radio"/> French
Username :	*	<input type="text"/>
Password :	*	<input type="text"/>
Club :	*	--Please Select--
Status :	*	<input checked="" type="radio"/> Active <input type="radio"/> Inactive

All new Club Users will receive the following email notification:



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Hello Club User,

Username: Testing Club User  
Password: abc123

**Thank you for becoming a member of the Water Polo in Canada community.**

With your new membership, you can

- Participate in sanctioned events (new system to come online in fall 2009)
- Develop skills to become an athlete, coach, official or volunteer
- Manage and update your Profile

Log in to your account at any time to change your profile and preferences, or to sign up for the newsletter.

Enjoy your new 2009-2010 membership!

**Membership Expiry**

Please note that regardless of your membership type your membership will expire will on August 31st, 2010 or sooner.

No Provincial or Water Polo Canada membership classification will exceed August 31st regardless of the start date.

All Water Polo Canada members are required to follow the Water Polo Canada code of conduct and applicable codes for athletes, coaches, officials and volunteers found at [www.waterpolo.ca](http://www.waterpolo.ca) .

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## **Step 10- Membership Registration Forms**

Send the **Member Registration Form** to each Club User so they can begin collecting data from all their coaches, referees, volunteers, and athletes.

Send the **Member Registration Form** to provincial board members, WPC board and committee members, and referees not associated with a club. The PSO will have to register these individual members, while the Club User will register members associated with their Club.



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### Step 11- Training Club Users and Registering Members

Train Club Users on how to register their individual members. Register the individual members within the province not associated with a Club. Any field with a **red asterix \*** is a mandatory field.

**Add Member**

\* mandatory fields

First Name :	*	<input type="text"/>	
Last Name :	*	<input type="text"/>	
Middle Name :		<input type="text"/>	
Email :	*	<input type="text"/>	
Username :	*	<input type="text"/>	
Address :	*	<input type="text"/>	
City :	*	<input type="text"/>	
Province :	*	--Please Select--	
Postal Code :	*	<input type="text"/>	(Example: Postalcodes Format:- W1W-1W1)
Primary Phone No :	*	<input type="text"/>	(Example: Phone Format:- XXX-XXX-XXXX)
Secondary Phone No :		<input type="text"/>	(Example: Phone Format:- XXX-XXX-XXXX)
Gender :	*	<input checked="" type="radio"/> Male <input type="radio"/> Female	
Language :	*	<input checked="" type="radio"/> English <input type="radio"/> French	
Aboriginal ancestry :		Not Applicable	
Province Of Registration :	*	--Please Select--	
Picture Upload :		<input type="text"/> <input type="button" value="Browse..."/>	
Date of birth :	*	15/02/2010 <input type="button" value="Calendar"/>	



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Member Category: *	<input type="text"/>
Parent Email if under 18 :	<input type="text"/>
Club : *	<input type="text"/>
Zone : *	N.A
Secondary Club :	<input type="text"/>
First Year Of Registration : *	1925
Role : *	<input type="checkbox"/> Alumni <input type="checkbox"/> Athlete <input type="checkbox"/> Coach <input type="checkbox"/> Official <input type="checkbox"/> Volunteer

### Activities

Select Year :

Domestic Competitions :	<input type="checkbox"/> Provincials
	<input type="checkbox"/> 16U Boys NCC
	<input type="checkbox"/> 16U Girls NCC
	<input type="checkbox"/> 18U Men NCC
	<input type="checkbox"/> 18U Women NCC
	<input type="checkbox"/> 22U/Junior Men NCC
	<input type="checkbox"/> 22U/Junior Women NCC
	<input type="checkbox"/> Senior Men NCC
	<input type="checkbox"/> Senior Women NCC
	<input type="checkbox"/> CSL
	<input type="checkbox"/> MLWP Men
	<input type="checkbox"/> MLWP Women
	<input type="checkbox"/> Provincial Team Joint Training/Competitions (specify) <input type="text"/>

### Activities Added

No Activities Added Yet!

After clicking "Save" button repeat process of entering fields for each unattached member.



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### Please Note:

- Clubs and PSOs can recognize members of aboriginal ancestry

Aboriginal ancestry :	Not Applicable
Province Of Registration *	Status Indian/Treaty Indian
:	Non-Status Indian
Picture Upload :	Métis
	Inuit
	Not Applicable

- Once a Member is registered they cannot be deleted;
- Individual members must submit a **.JPEG file** in order to upload their photograph;
- No password is necessary for the individual member as the system automatically propagates a unique password for each username;
- You may select multiple roles for an individual;
- The Club User will enter the “Details” of the “Coach” and/or “Alumni”:

**Alumni Details**

Former National Team : \*  Yes  No

Years on National Team :  **⚠ Please enter years on national team**

**Coach Details**

NCCP Number :

Coaches of Canada Number :



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- The PSO and Club User have the ability to add the “Activities” for each Member for the past three (3) seasons:

**Activities**

Select Year :

Domestic Competitions :

- Provincials
- 16U Boys NCC
- 16U Girls NCC
- 18U Men NCC
- 18U Women NCC
- 22U/Junior Men NCC
- 22U/Junior Women NCC
- Senior Men NCC
- Senior Women NCC
- CSL
- MLWP Men
- MLWP Women
- Provincial Team Joint Training/Competitions (specify)

**Activities Added**

**No Activities Added Yet!**

- Check the boxes of the “Activities” the individual member participated for the chosen season and click Add Activity:

**Activities**

Select Year :

Domestic Competitions :

- Provincials
- 16U Boys NCC
- 16U Girls NCC
- 18U Men NCC
- 18U Women NCC
- 22U/Junior Men NCC
- 22U/Junior Women NCC
- Senior Men NCC
- Senior Women NCC
- CSL
- MLWP Men
- MLWP Women
- Provincial Team Joint Training/Competitions (specify)

**Activities Added**

**No Activities Added Yet!**

**Selected Season is 2008-09**



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➤ Continue for the 2007-08 and 2006-07 seasons:

### Activities

Select Year :

Domestic Competitions :

- Provincials
- 16U Boys NCC
- 16U Girls NCC
- 18U Men NCC
- 18U Women NCC
- 22U/Junior Men NCC
- 22U/Junior Women NCC
- Senior Men NCC
- Senior Women NCC
- CSL
- MLWP Men
- MLWP Women
- Provincial Team Joint Training/Competitions (specify)

### Activities Added

2008-09

**2008-09  
Activities have  
been saved**



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- All new Members will receive the following email notification:



Hello Member Test,

Username: Member Test  
Password: 542cf5cc

Password is  
automatically  
generated by  
the system

**Thank you for becoming a member of the Water Polo in Canada community.**

With your new membership, you can

- Participate in sanctioned events (new system to come online in fall 2009)
- Develop skills to become an athlete, coach, official or volunteer
- Manage and update your Profile

Log in to your account at any time to change your profile and preferences, or to sign up for the newsletter.  
Enjoy your new 2009-2010 membership!

### **Membership Expiry**

Please note that regardless of your membership type your membership will expire will on August 31st, 2010 or sooner.  
No Provincial or Water Polo Canada membership classification will exceed August 31st regardless of the start date.

All Water Polo Canada members are required to follow the Water Polo Canada code of conduct and applicable codes for athletes, coaches, officials and volunteers found at [www.waterpolo.ca](http://www.waterpolo.ca) .

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- This email notification will be sent to the parent's email address for members under the age of 18.



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### Step 12- Adding Details to Individual Members

Once members are registered by their Club the PSO will need to add the “Details” of the “Volunteer” and “Official” roles. Sort your members by “Official”:

Gender:  Province:  Club:

Year:

Language:

Role:

Status:

Category:

One by one, click the edit button attached to each Member and add the following details to the Officials in the province:

**Official Details**

Province : \*  ⚠ Please select Province

Level : \*  ⚠ Please select Level

Course Conductor Level :

- Minor Official
- Community Sport
- Regional
- Provincial
- National

Evaluator Level :

- Regional
- Provincial
- National

WPC will add the Level, Course Conductor Level, and Evaluator Level for Provincial and higher. Regional and Minor Official is the responsibility of the PSO. Once mandatory fields are complete press the save button at the bottom right of the web page.

Repeat sort for the “Volunteer” role and edit the following details:

**Volunteer Details**

Valid background check on file: \*  Yes  No



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## Step 13- Activating Members

Once members are registered by their Club the PSO will need to activate their membership status. To change the membership status of individual members, PSOs will need to access the “Members” section of the registration system.

Only members who are “Active” are eligible to participate in water polo events, which include training and competition. Only Active members will appear in the report section. Pending or Inactive members are not covered by the Water Polo Canada insurance program.

### Members

Gender: Show All Province: Show All Club: Show All Year: 2010, 2009, 2008, 2007

Language: Show All Role: Alumni, Athlete, Coach, Official Category: Show

Status: --Show All--

Email All Member on Grid E-mail Selected Member on Grid Export to Excel Add New

Province: Québec Status: Pending Change Status Category: --Please Select-- Change Category

Filter: lindell

Category	First Name	Last Name	Gender	Date of birth	Age Group	Email	Phone	Status	Edit
<input type="checkbox"/> Bénévole	Jeffrey	Lindell	Male	1982-06-30	Senior	jlindell@waterpolo.ca	514-979-2676	<span style="color: red;">●</span>	

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Members' status will automatically be red when initially registered, meaning their registration is “Pending”. As at September 1<sup>st</sup> of each year, the membership status of each member is inactive.

### Members

Current status is “Pending” as shown by the red dot.

Gender: Show All Province: Show All Club: Show All Year: 2010, 2009, 2008, 2007

Language: Show All Role: Alumni, Athlete, Coach, Official Category: Show

Status: --Show All--

Email All Member on Grid E-mail Selected Member on Grid Export to Excel Add New

Province: Show All Status: Pending Change Status Category: --Please Select-- Change Category

Filter: lindell

Category	First Name	Last Name	Gender	Date of birth	Age Group	Email	Phone	Status	Edit
<input checked="" type="checkbox"/> Bénévole	Jeffrey	Lindell	Male	1982-06-30	Senior	jlindell@waterpolo.ca	514-979-2676	<span style="color: red;">●</span>	

Page 1 of 1 (1 items)



# MEMBERSHIP REGISTRATION SYSTEM PSO USER GUIDE V1.3



To activate the membership status click the member(s) you wish to activate. Click the "Status" drop down menu, select "Active", and click "Change Status".

## Members

Gender: Show All Province: Show All Club: Show All Year: 2010, 2009, 2008, 2007

Language: Show All Role: Alumni, Athlete, Coach, Official Category: Show

Status: --Show All--

Email All Member on Grid E-mail Selected Member on Grid Export to Excel Add New

Status: Pending Change Status Province: Show All Category: Change Category

Filter: lindell

New status is "Active" as shown by the green dot.

<input type="checkbox"/>	Category	First Name	Last Name	Gender	Date of birth	Age Group	Email	Phone	Status	Edit
<input type="checkbox"/>	Compétitif-Athlète	Jake	Snake	Male	1980-02-15	Senior	jlindell@waterpolo.ca	123-456-7890	●	
<input type="checkbox"/>	Bénévole	Jeffrey	Lindell	Male	1982-06-30	Senior	jlindell@waterpolo.ca	514-979-2676	●	

PSOs have the ability to allow Clubs to activate their own members. Each respective PSO has the option to select which of their clubs are eligible to activate their respective members.

Click on the "Clubs" button on the top menu.



Select "Edit" with regards to the club in which you would like to permit activation accessibility.



# MEMBERSHIP REGISTRATION SYSTEM

## PSO USER GUIDE V1.3



### Clubs

Filter:

Club Name	Classification	President	Email	Phone	Status	Edit	Delete
À Contre-Courant	Not Applicable	Benoit Ethier	accwaterpolo@gmail.com	514-990-2582	<span style="color: green;">●</span>		
CASO	Not Applicable	Alain Vaillancourt	caso_montreal@yahoo.com	514-802-7442	<span style="color: green;">●</span>		
Club Aquatique Édouard-Montpetit	Not Applicable	Nathalie Richard	gestion@clubaem.qc.ca	514-623-6885	<span style="color: green;">●</span>		
Club Aquatique Schubert	Not Applicable	Johanne Lamothe	johanne.lamothe@ville.montreal	514-872-2587	<span style="color: green;">●</span>		
Club Aquatique Water-polo Montréal	Not Applicable	Simone Alogbo	w.p.camo@videotron.ca	450-491-0757	<span style="color: green;">●</span>		
Club de Water-Polo Laval	Not Applicable	Jim Cooper	Info@waterpololaval.com	450-661-6001	<span style="color: green;">●</span>		
Club de water-polo Les Hydres	Not Applicable	Jean-Denis Dionne	familledionne@sympatico.ca	418-641-6284	<span style="color: green;">●</span>		
Club de water-polo Saint-Lambert	Not Applicable	Jacques Robert	waterpolosaintlambert@gmail.co	514-815-8997	<span style="color: green;">●</span>		
Club Water Polo Gatineau	Not Applicable	Germanina Ribic-Kino	kino.germanina@gatineau.ca	819-775-3693	<span style="color: green;">●</span>		
Club water-polo saguenay (piranhas)	Not Applicable	Normand Cantin	wpolosag@gmail.com	418-548-2263	<span style="color: green;">●</span>		
Club Water-polo Saint-Hyacinthe	Not Applicable	Hugo Brillon	Hubrillon@hotmail.com	450-768-3950	<span style="color: green;">●</span>		
Dollard Water Polo	Not Applicable	Darryl Odger	info@ddowaterpolo.ca	514-684-1010	<span style="color: green;">●</span>		
FWPQ- Non-attaché	Unattached	Jean Thomas	waterpolo@waterpolo-quebec.q	514-252-3098	<span style="color: green;">●</span>		
Granby	Not Applicable	Jean-François Pépin	jfp@ressortsfostersprings.qc.ca	450-372-1835	<span style="color: green;">●</span>		
Le King Edward St-Jean	Not Applicable	Serge L'Heureux	sergiopistachio@hotmail.com	514-233-3949	<span style="color: green;">●</span>		
LSCDN	Not Applicable	Tetyana Yelizarova	swimmingcity@yahoo.ca	514-342-4639	<span style="color: green;">●</span>		
Ottawa WaterWalkers Water Polo Cl	Not Applicable	Andras Szeri	andras.szeri@inac-ainc.qc.ca	613-851-3297	<span style="color: green;">●</span>		
Poseidon Water-Polo	Not Applicable	Nathan Percy	mcgillwaterpolo@gmail.com	514-476-2656	<span style="color: green;">●</span>		
Sherbrooke	Not Applicable	Lyne Janssen	lyne_jan@hotmail.com	819-542-1092	<span style="color: green;">●</span>		
Tiburon	Not Applicable	Olivier Bertrand	info@tiburonpolo.ca	514-969-4769	<span style="color: green;">●</span>		



# MEMBERSHIP REGISTRATION SYSTEM

## PSO USER GUIDE V1.3



Select "Yes" in the section "Allow Club to Activate" and then save at the bottom of the page

[Add Edit Club](#)

\* mandatory fields

Club Name :	*	<input type="text"/>	
Allow Club to Activate :		<input checked="" type="radio"/> Yes <input type="radio"/> No	←
Classification :	*	--Please Select--	▼
Address :	*	<input type="text"/>	
City :	*	<input type="text"/>	
Province :	*	--Please Select--	▼
Zone :		<input type="text"/>	▼
Postal Code :	*	<input type="text"/>	(Example: Postalcodes Format:- W1W-1W1)
Phone :	*	<input type="text"/>	(Example: Phone Format:- XXX-XXX-XXXX)
Fax :	*	<input type="text"/>	(Example: Fax Format:- XXX-XXX-XXXX)
Email :	*	<input type="text"/>	
website :	*	<input type="text"/>	
Status :	*	<input checked="" type="radio"/> Active <input type="radio"/> Inactive	
President First Name :	*	<input type="text"/>	
President Last Name :	*	<input type="text"/>	
Found Year :	*	--Year--	▼
<u>Primary Contact</u>			
First Name :	*	<input type="text"/>	
Last Name :	*	<input type="text"/>	
Phone :	*	<input type="text"/>	(Example: Phone Format:- XXX-XXX-XXXX)
Email :	*	<input type="text"/>	
<u>Secondary Contact</u>			
First Name :		<input type="text"/>	
Last Name :		<input type="text"/>	
Phone :		<input type="text"/>	
Email :		<input type="text"/>	

---



# MEMBERSHIP REGISTRATION SYSTEM

## PSO USER GUIDE V1.3



### Step 14- Changing Membership Type

Each PSO has the ability to change the Membership Category up or down. A Club User only has the ability to upgrade Membership Categories, not downgrade.

In the "Member" section select the Province (N.B. you will only be able to select your own province). You may also enter the name of the member you wish to change their Membership Category with the "Filter" option.

#### Members

Gender: Show All Province: Show All Club: Show All Year: 2010, 2009, 2008, 2007

Language: Show All Role: Alumni, Athlete, Coach, Official Category: Show

Status: --Show All--

Email All Member on Grid E-mail Selected Member on Grid Export to Excel Add New

Province: Québec Status: Pending Change Status

Category: --Please Select-- Change Category

Filter:

To change the Membership Category click the member(s) you wish to activate. Click the "Category" drop down menu, select the new category, and click "Change Category".

#### Members

Gender: Show All Province: Show All Club: Show All Year: 2010, 2009, 2008, 2007

Language: Show All Role: Alumni, Athlete, Coach, Official Category: Show

Status: --Show All--

Email All Member on Grid E-mail Selected Member on Grid Export to Excel Add New

Province: Québec Status: Pending Change Status

Category: --Please Select-- Change Category

<input type="checkbox"/>	Category	First Name	Last Name	Gender	Date of birth	Age Group	
<input type="checkbox"/>	Compétitif-Entraîneur	Jake	Snake	Male	1980-02-15	Senior	
<input checked="" type="checkbox"/>	Bénévole	Jeffrey	Lindell	Male	1982-06-30	Senior	Edit

Arbitre-International  
Bénévole  
Compétitif-Arbitre  
Compétitif-Athlète  
Compétitif-Entraîneur  
Entraîneur international  
Membre introduction 3 mois d'inscription / 90 jours  
Récréatif-Arbitre  
Récréatif-Athlète  
Récréatif-Entraîneur



# MEMBERSHIP REGISTRATION SYSTEM

## PSO USER GUIDE V1.3



### Generating Reports

A PSO can use the membership registration system to invoice their member clubs. Hover over the "Report" button in the top menu and then click "Club Report". Select the "Province" (N.B you will only be able to select your own province) and the "Season". Once the province and season has been selected click "Show" to proceed.



Each member club and the amount of registered members (active only) will be counted for. Each club will be charged the club fee in addition to the membership registration fees associated with each membership registration category created within your province. These fees reflect the fees and categories the PSO has created not WPC.

#### Club Report

Province: \* Saskatchewan

Club Name	Competitive	Provincial	Introduction Member	Volunteer	Club Member only	Total Membership	Total Member Fee	Club Fees	Total Fees	Paid	Balance	
Estevan Sharks	1	29	7	2	0	39	1135.00	185.00	1320.00	1284.00	36.00	<a href="#">View</a>
Regina Water Polo Association	0	62	0	30	34	126	2912.00	185.00	3097.00	0	3097.00	<a href="#">View</a>
Water Polo Saskatchewan - Unattached	1	1	0	1	0	3	106.00	0	106.00	106.00	0.00	<a href="#">View</a>
Water Polo Saskatoon	0	6	0	0	0	6	216.00	185.00	401.00	401.00	0.00	<a href="#">View</a>
Weyburn Hurricanes Water Polo	1	27	0	0	7	35	1182.00	185.00	1367.00	1259.00	108.00	<a href="#">View</a>
<b>Total</b>	<b>3</b>	<b>125</b>	<b>7</b>	<b>33</b>	<b>41</b>	<b>209</b>	<b>5551.00</b>	<b>740.00</b>	<b>6291.00</b>	<b>3050.00</b>	<b>3241.00</b>	

A PSO can use the system to track payments received by each club. To do so, click on the hand (see figure above) in the same row as the club that has submitted payment.



# MEMBERSHIP REGISTRATION SYSTEM

## PSO USER GUIDE V1.3



### Payments

Club Name :	Estevan Sharks
Date Entered :	* 10/08/2009
Year :	* 2009-2010
Amount :	* <input type="text"/>
Date Received :	* 08/10/2009
Cheque # :	* <input type="text"/>
Notes :	<input type="text"/>

PSOs can use the "Report" section in the database to invoice and track payments of member clubs. History payments are tracked as well.

Enter the required data (see arrows in figure above) and then click save.

### Payments

Club Name :	Estevan Sharks
Date Entered :	* 10/08/2009
Year :	* 2009-2010
Amount :	* 1320.0
Date Received :	* 08/10/2009
Cheque # :	* 1000
Notes :	<input type="text"/>

To view the historical payments of each member club click on the View link in the respective row of the member club.



# MEMBERSHIP REGISTRATION SYSTEM

## PSO USER GUIDE V1.3



### Club Report

Province: \* Saskatchewan

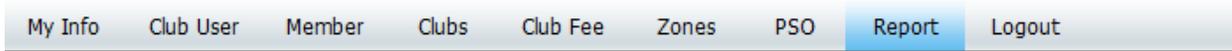
Club Name	Competitive	Provincial	Introduction Member	Volunteer	Club Member only	Total Membership	Total Member Fee	Club Fees	Total Fees	Paid	Balance	
Estevan Sharks	1	29	7	2	0	39	1135.00	185.00	1320.00	1284.00	36.00	<a href="#">View</a>
Regina Water Polo Association	0	62	0	30	34	126	2912.00	185.00	3097.00	0	3097.00	<a href="#">View</a>
Water Polo Saskatchewan - Unattached	1	1	0	1	0	3	106.00	0	106.00	106.00	0.00	<a href="#">View</a>
Water Polo Saskatoon	0	6	0	0	0	6	216.00	185.00	401.00	401.00	0.00	<a href="#">View</a>
Weyburn Hurricanes Water Polo	1	27	0	0	7	35	1182.00	185.00	1367.00	1259.00	108.00	<a href="#">View</a>
<b>Total</b>	<b>3</b>	<b>125</b>	<b>7</b>	<b>33</b>	<b>41</b>	<b>209</b>	<b>5551.00</b>	<b>740.00</b>	<b>6291.00</b>	<b>3050.00</b>	<b>3241.00</b>	

### Payment Details Of :- Estevan Sharks

Date Received	Amount	Cheque #	Notes
10-01-2009	1284	229	<a href="#">View</a>

[Close](#)

A PSO can also use the Report section to track detailed membership data for government reporting purposes. Hover over the Report button on the top menu and click Age Group Report.



### Age Group Report

Province : \* --Please Select--
Season: \* 2009-2010
[Club Report](#)
[Agegroup Report](#)

Select the province and the season to view the registered members. Please note a PSO can only view its members' data.

A matrix is created for each provincial membership category with age category horizontally and club vertically.



# MEMBERSHIP REGISTRATION SYSTEM

## PSO USER GUIDE V1.3



### Age Group Report

Province :

#### Competitive

Club Name	Atom	Seam	Cadet	Youth	Junior	Senior	Master	Total
Water Polo Saskatchewan - UnoTachod	0	0	0	0	0	0	1	1
Rogies Water Polo Association	0	0	0	0	0	0	0	0
Estoven Sharks	0	0	1	0	0	0	0	1
Water Polo Saskatoon	0	0	0	0	0	0	0	0
Wayburn Hurricanes Water Polo	0	0	1	0	0	0	0	1
<b>Total</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>3</b>

#### Provincial

Club Name	Atom	Seam	Cadet	Youth	Junior	Senior	Master	Total
Water Polo Saskatchewan - UnoTachod	0	0	0	0	0	0	1	1
Rogies Water Polo Association	9	15	14	7	8	9	4	64
Estoven Sharks	12	10	5	0	1	0	1	29
Water Polo Saskatoon	0	0	0	0	2	4	0	6
Wayburn Hurricanes Water Polo	8	11	4	2	0	0	2	27
<b>Total</b>	<b>29</b>	<b>36</b>	<b>23</b>	<b>9</b>	<b>9</b>	<b>13</b>	<b>8</b>	<b>127</b>

#### Introduction Member

Club Name	Atom	Seam	Cadet	Youth	Junior	Senior	Master	Total
Water Polo Saskatchewan - UnoTachod	0	0	0	0	0	0	0	0
Rogies Water Polo Association	0	0	0	0	0	0	0	0
Estoven Sharks	7	0	0	0	0	0	0	7
Water Polo Saskatoon	0	0	0	0	0	0	0	0
Wayburn Hurricanes Water Polo	0	0	0	0	0	0	0	0
<b>Total</b>	<b>7</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>7</b>

#### Volunteer

Club Name	Atom	Seam	Cadet	Youth	Junior	Senior	Master	Total
Water Polo Saskatchewan - UnoTachod	0	0	0	0	0	0	1	1
Rogies Water Polo Association	0	0	0	0	0	0	30	30
Estoven Sharks	0	0	0	0	0	0	2	2
Water Polo Saskatoon	0	0	0	0	0	0	0	0
Wayburn Hurricanes Water Polo	0	0	0	0	0	0	0	0
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>33</b>	<b>33</b>

#### Club Member only

Club Name	Atom	Seam	Cadet	Youth	Junior	Senior	Master	Total
Water Polo Saskatchewan - UnoTachod	0	0	0	0	0	0	0	0
Rogies Water Polo Association	9	8	10	4	2	1	2	34
Estoven Sharks	0	0	0	0	0	0	0	0
Water Polo Saskatoon	0	0	0	0	0	0	0	0
Wayburn Hurricanes Water Polo	7	0	0	0	0	0	0	7
<b>Total</b>	<b>16</b>	<b>8</b>	<b>10</b>	<b>4</b>	<b>2</b>	<b>1</b>	<b>2</b>	<b>41</b>

## Troubleshooting

Please instruct Clubs to contact their PSO when they encounter technical problems with the Membership Registration System, or have any questions regarding the membership registration process.

If the PSO cannot answer the question of the Club User, encounter technical problems of their own, or have any questions regarding the membership registration process please contact Jeffrey Lindell ([jlindell@waterpolo.ca](mailto:jlindell@waterpolo.ca)).